Textura™ United States

Module 7
Compliance Management

Textura User Manual
2008

Textura Corporation 1405 Lake Cook Rd Deerfield IL 60015
866-TEXTURA (839-8872) www.texturacorp.com

Guide to User Manual Navigation

Icons

The following icons are used in the margin throughout the manual to bring the user's attention to noteworthy aspects of the Textura™ system, as explained below:

	Important Information	Information that may be valuable or necessary to Textura™ users.
	Special Topics	More advanced functionality and/or feature. Click icon to view details.
	Interfaces	This may be a setting that is required of or is provided for the benefit of accounting interface users in the Textura™ application. Alternately, users may be able to import or export data at this point in the process. Click icon to view the details specific to your accounting package.
	Custom Settings	This is a Custom Feature of the Textura™ system. Please contact your Textura Representative for more information.
	Draw Context	This action or setting may be affected by draw context, which impacts the timing of the application of certain settings in Textura™, and may cause the system to reset data to the context of the previous draw.
	Tutorials	Video tutorial available. Click icon to view details.

Links

Hyperlinks in the Textura™ User Manual appear in a blue font with underlining.

Hyperlinks represent a link to another area of the manual that the user may find helpful to view. When the user clicks a hyperlink, the user is taken to that topic or area of the manual. Users should note their starting point prior to navigating away, to facilitate their return.

Some hyperlinks allow the user to view a web page outside of the User Manual. The destination URL opens in a new "tab" or "window" that the user may close when viewing is complete.

PDF Documents for Printing

The following Textura™ documents are available as PDF files for viewing, saving, and printing:

Module 1 – Textura Overview	Approximately 0.7 MB
Module 2 – Create Account	Approximately 2.7 MB
Module 3 – Project Setup	Approximately 4.0 MB
Module 4 – Contract Administration	Approximately 2.9 MB
Module 5 – Budget Management	Approximately 4.4 MB
Module 6 – Payment Application Process	Approximately 6.0 MB
Module 7 – Compliance Management	Approximately 3.0 MB
Module 8 - Disbursement	Approximately 3.2 MB
Textura User Terms	Approximately 0.6 MB
Special Topics	
Draw Context	
Specified Billing	
Parallel Signatory Invoice Approval	
Special Budget	
Multiple Serial Signatory Invoice Approval	
Textura User Manual (Modules 1 – 8)	Approximately 22 MB

PDF date stamp

Textura Documents print with a date stamp to provide users with the ability to see at a glance how current their information is. The date stamp format is: **12-Dec-08**

Textura™ user online help is frequently updated. Access the most current information via Textura Info on your Home Page.

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Module 7 – Compliance Management

Overview

Compliance Management encompasses three distinct processes in Textura™, each serving a different aspect of bringing and keeping project participants in compliance.

Document Compliance

The Textura™ application gives the Contracting Organization a centralized location from which to monitor the Document Compliance of all known project participants.

The Compliance Manager in Textura™ uses this functionality to record and view the status of documents required from Subcontractors before payment is released.

Document Compliance requirements are determined by the Contracting Organization, and may include:

- certificates of insurance (e.g., general liability, automobile, and worker's compensation)
- signed contracts
- W-9 forms
- pre-qualification documents
- safety packets
- certified payroll

Reports

Legal Document Reports, including Compliance by Subcontractor, Compliance by Document, and a Status Audit report can be generated from your Compliance data in Textura™. Refer to Legal Document Reports in this Module (7).

Lien Waiver Tracking

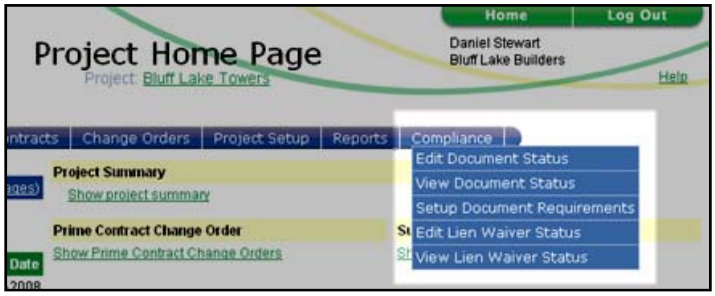
Textura's Lien Waiver Tracking feature automatically displays the status of on-system sub-tier subcontractors' and material suppliers' lien waivers, providing a centralized location from which to view and edit this information. The system uses information gathered by the Document Compliance and Lien Waiver Tracking functions to apply or prompt the application of payment holds. Users may also use this functionality to manually track the lien waiver status of off-system organizations.

Compliance Menus

The Compliance menu is located in the center navigation bar on the Project Home page. The drop down Compliance menu selections differ slightly according to whether your organization is the Contracting Organization or the Subcontracting Organization, and can also vary slightly according to the project roles assigned to the user:

As a general rule, they are as follows:

- for the Contracting Organization:
  - Edit Document Status – manually update Subcontractor status
  - View Document Status – view color-coded document compliance matrix
  - Setup Document Requirements – establish compliance requirements
  - Edit Lien Waiver Status – manually update sub-tier lien waiver status
  - View Lien Waiver Status – view color-coded lien waiver tracking matrix



- for the Subcontracting Organization:
  - View Document Status –

color-coded matrix view of sub-tier organizations' document compliance

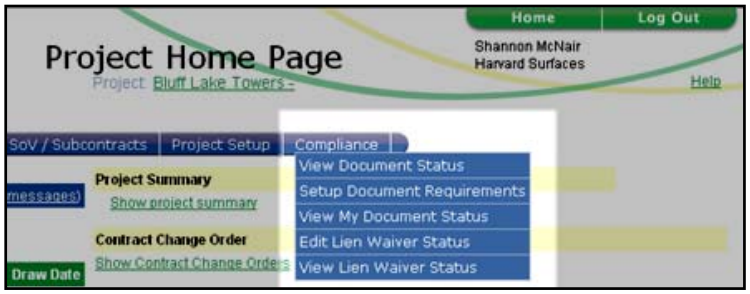
  - Setup Document Requirements –

establish specific project requirements for sub-tier organizations

  - View My Document Status –

view status of own compliance with Contracting Organization

  - Edit Lien Waiver Status – manually update sub-tier lien waiver status
  - View Lien Waiver Status – view color-coded lien waiver tracking matrix



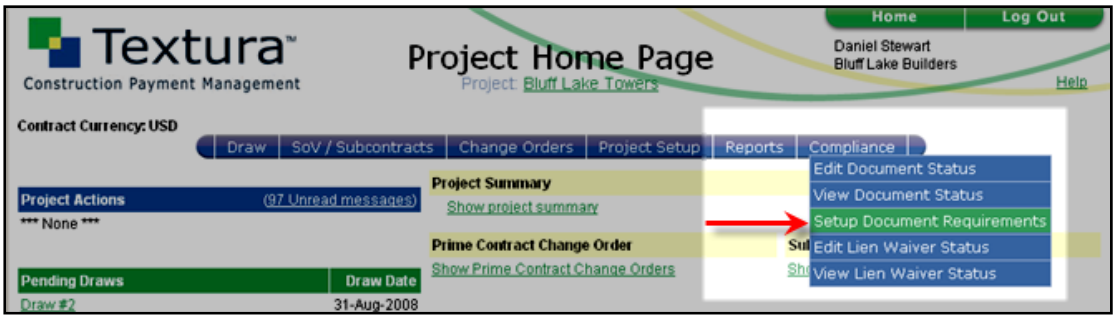
Document Compliance

The Contracting Organization identifies Legal Document Requirements for the project. Textura™ provides the functionality for the submission of these documents to be monitored for all project participants throughout the duration of the project.

Download Legal Document functionality differs from View Uploaded Files, which attaches files to (or associates them with) a particular invoice or change order.

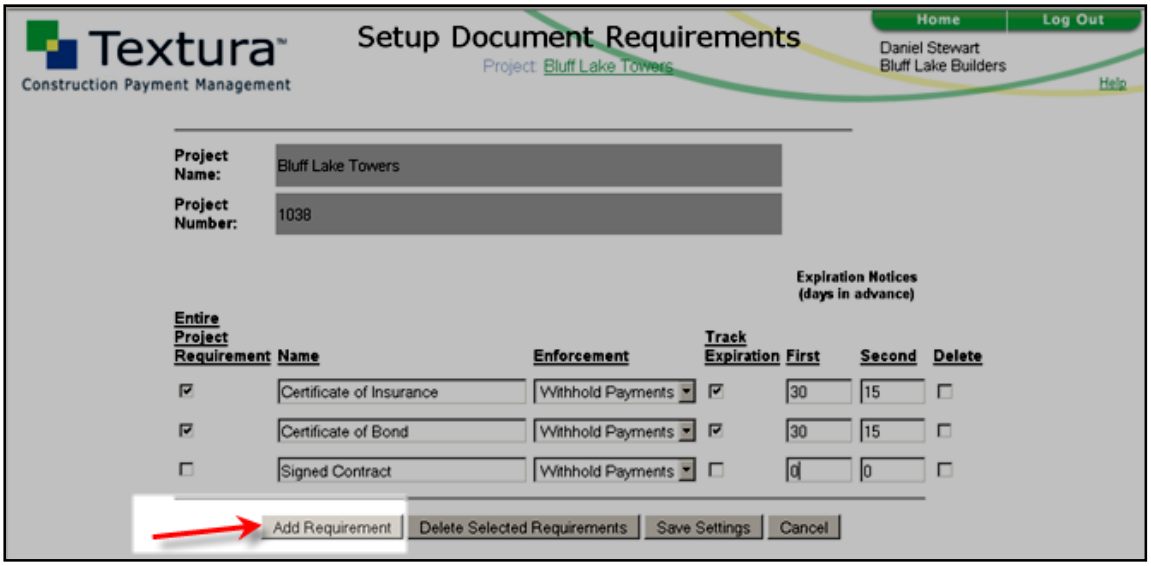
Setup Document Requirements

Setup Document Requirements can be accessed from the center navigation bar under **Compliance**.



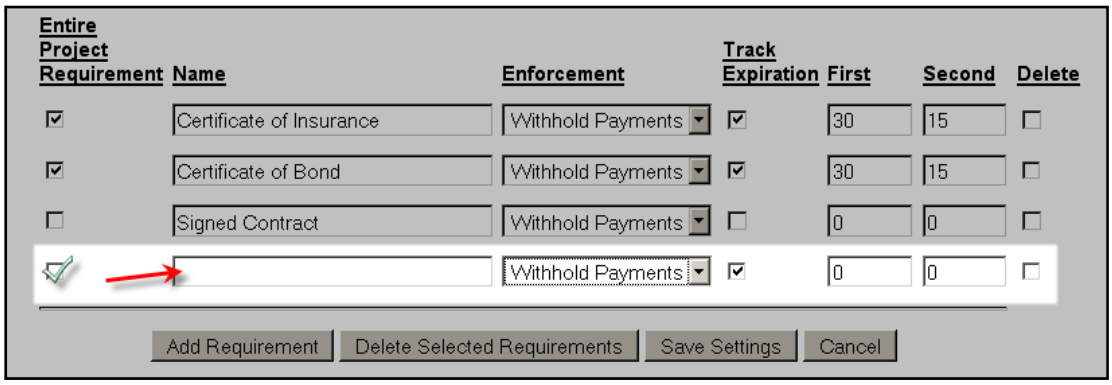
The system displays the **Setup Document Requirements** page.

- Click **Add Requirement** to display a blank requirement field, if needed.



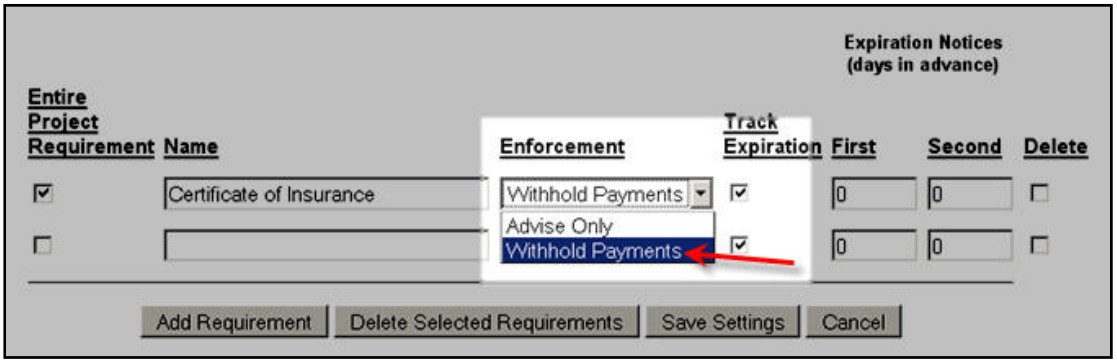
- Select the **Entire Project Requirement** checkbox, as appropriate.
  - when checked - Legal Document submission is tracked for all project participants, including sub-tier and manual subcontractors.
  - when unchecked – Legal Document submission is tracked for first-tier participants only.

1. Enter the Name of the document. Name entered is displayed to the Subcontractor.



2. Select the method of Enforcement:

- **Advise Only**: the system notifies the Contracting Organization that a Subcontractor's Legal Document needs to be updated; payment is not held.
- **Withhold Payments**: first-tier Subcontractor payments are held until the Contracting Organization has updated their Legal Document Status to Current (see Compliance).
  - The Contracting Organization retains the option to override any payment hold.



3. Click **Track Expiration** to monitor the expiration of Subcontractor Legal Documents.

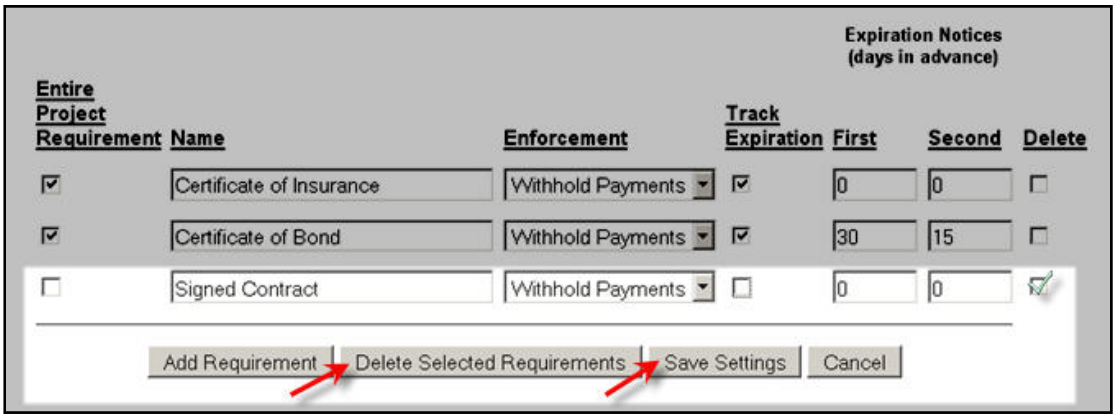
A notice of legal document expiration is automatically sent to the Compliance Manager 60 days prior to expiration.

- Two additional notification periods can be designated:
  - Type the number of days in advance of expiry for optional notices to be sent.

Delete Document Requirements

- Document requirements may be deleted.

1. Click the **Delete** check box (far right) of the requirement to be removed.
2. Click **Delete Selected Requirements**.
3. Click **Save Settings**.



Subcontractor documents that are submitted in Textura™ for a requirement that is subsequently deleted are also deleted.

The system displays a **Status** page confirming the requirements (changes) have been saved.

The system also generates email and system messages to affected Subcontractors notifying them of the changes to the legal document requirements for the project.

To the Project Manager(s) of Harvard Surfaces:

Bluff Lake Builders has updated the Document Compliance Requirements for the Project Bluff Lake Towers.

Below are the document requirements that have been added, deleted, or changed:

Added Document Requirement:
Certificate of Insurance
Certificate of Bond
Signed Contract

Deleted Document Requirement:
None

Changed Document Requirement:
None

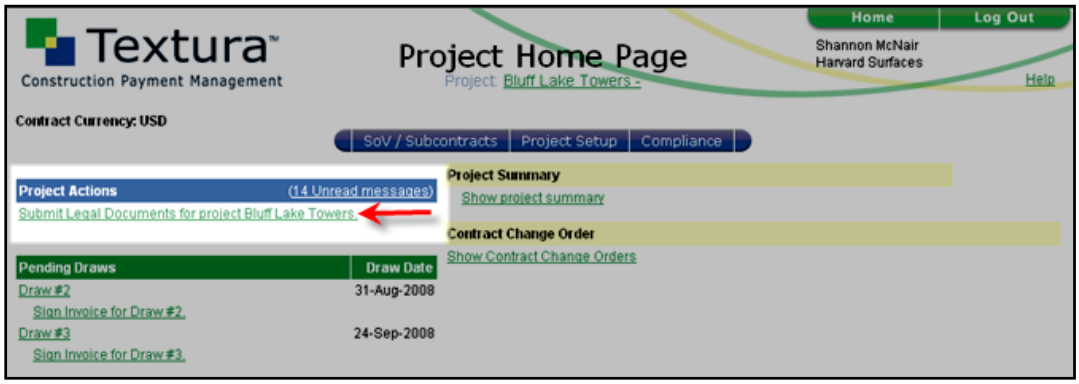
Click the following link to view the status of the required legal documents for Harvard Surfaces for this project:

http://env1.texturallc.net/documentation_rc/LegalDocumentView.psp?projectID=1038&orgid=1010

Submit (Upload) Legal Documents - Subcontractor

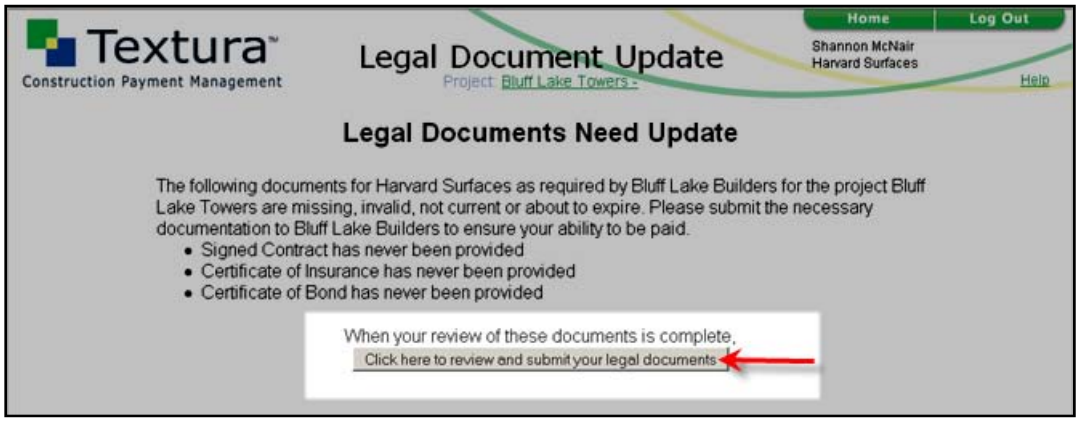
Subcontractors are able to electronically upload required documents in Textura™. The Subcontractor's compliance status can then be updated by the Contracting Organization.

1. Click the **Submit Legal Documents Project Action** on the Project Home Page.



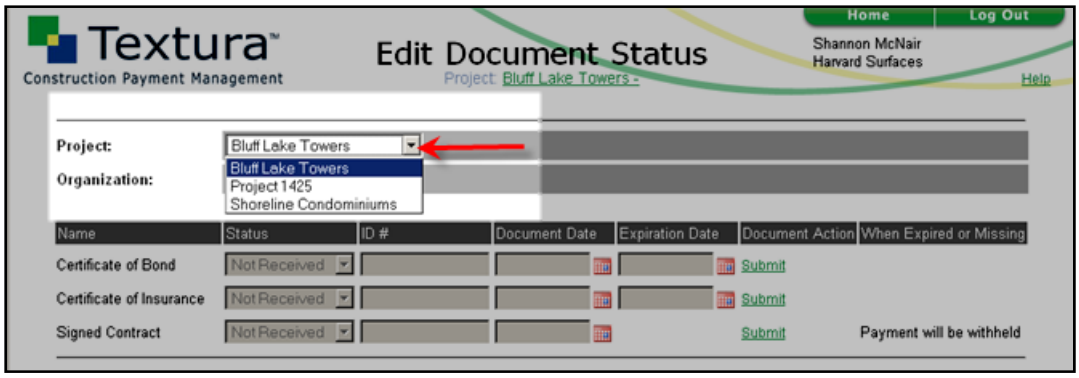
The system displays the **Legal Document Update** page.

2. Select the **Click here to review and submit your legal documents** button.


Textura
Construction Payment Management
Legal Document Update
Project: Bluff Lake Towers -
Home
Log Out
Shannon McNair
Harvard Surfaces
Help
Legal Documents Need Update
The following documents for Harvard Surfaces as required by Bluff Lake Builders for the project Bluff Lake Towers are missing, invalid, not current or about to expire. Please submit the necessary documentation to Bluff Lake Builders to ensure your ability to be paid.
Signed Contract has never been provided
Certificate of Insurance has never been provided
Certificate of Bond has never been provided
When your review of these documents is complete,
Click here to review and submit your legal documents

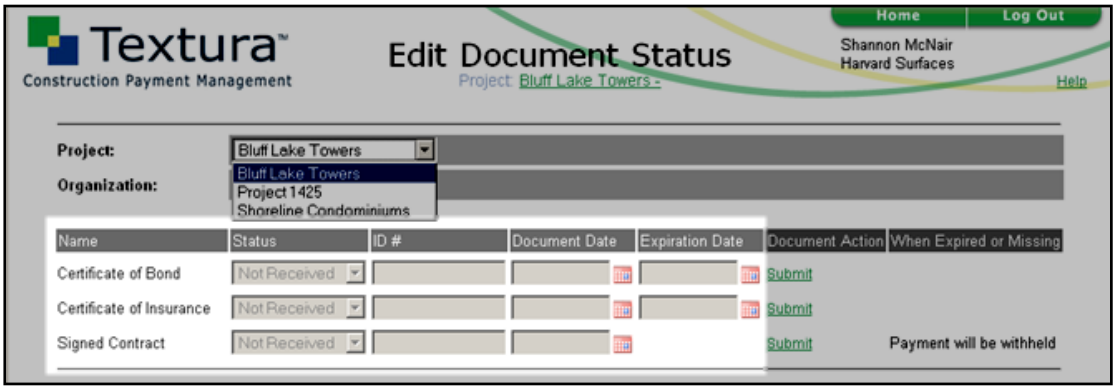
The system displays the **Edit Document Status** page.

3. Select the project to view your document status.



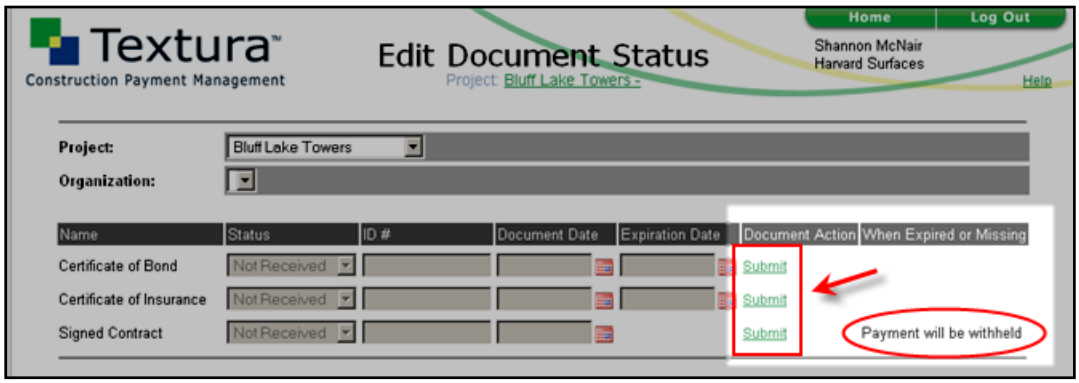
4. View the required documents for the selected project to determine which, if any, need to be submitted or updated.

Subcontractor access to this information is View Only.



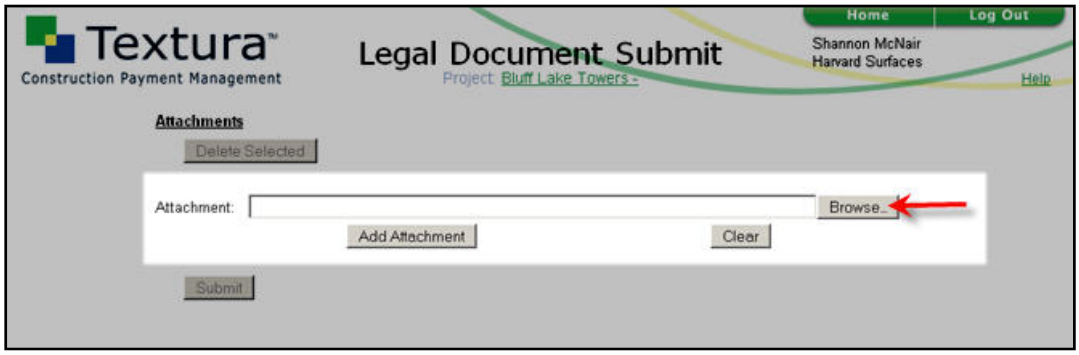
The **When Expired or Missing** field alerts the user to project settings that the system follows when required documents are not submitted on time. In the example, **Payment will be withheld** if the document is not received.

5. Click the **Submit** link to the right of the document to be uploaded.



The system displays the **Legal Document Submit** page.

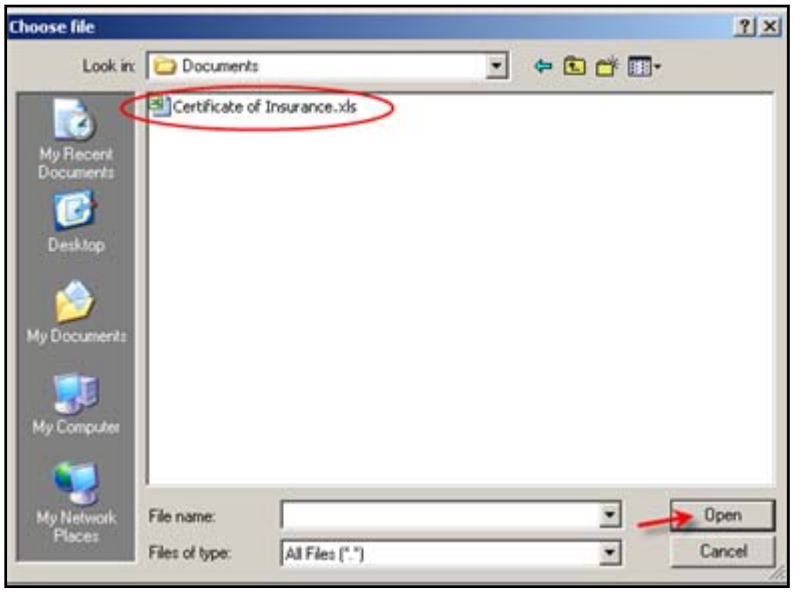
6. Click **Browse**.



The file upload dialog is displayed.

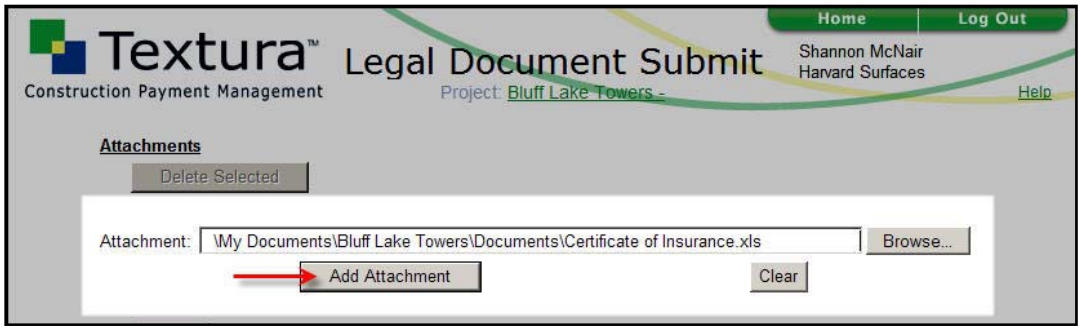
7. Locate the document file on your computer.

8. Click **Open**.

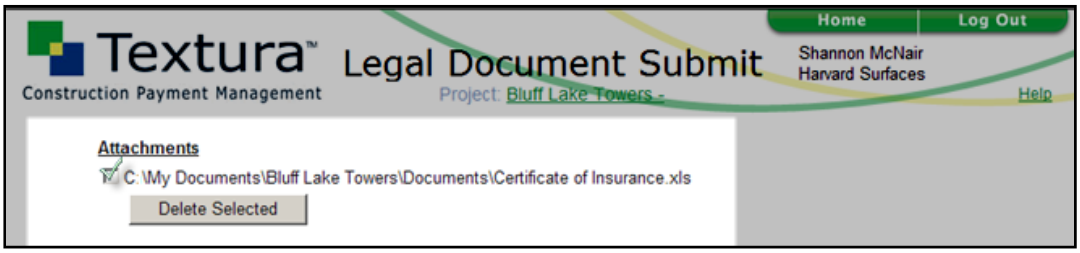


The **Attachment** field is populated with the file name and location.

9. Click **Add Attachment**.



The file appears beside a selection checkbox under **Attachments**.

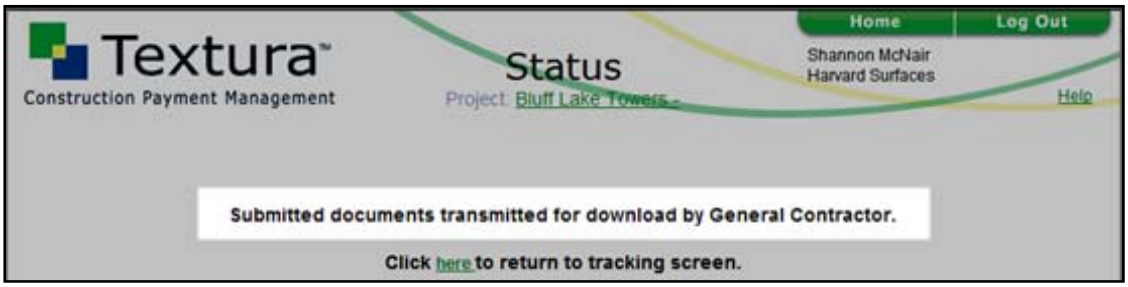


- Repeat **Steps 6 through 9** for each document to be submitted.

10. Click the checkbox(es) beside the file(s) listed under **Attachments**.

11. Click **Submit**

The system displays a **Status** page confirming that the documents have been transmitted.



The Contracting Organization receives notification that your documents have been submitted.

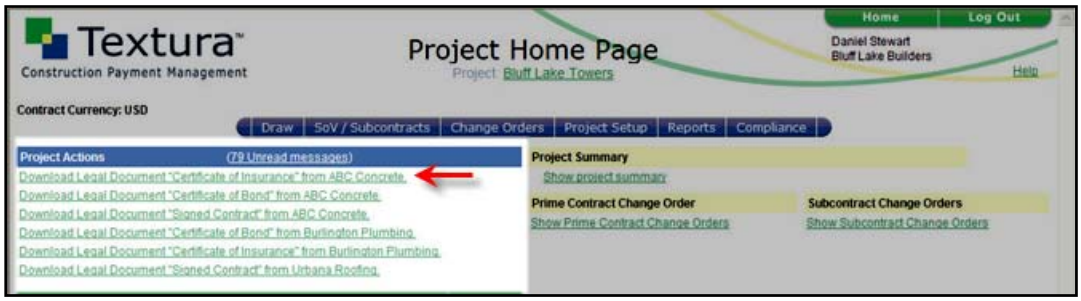
The **View My Document Status** page displays the same information as the **Edit Document Status** page, without the ability to use the drop-down menus. **View My Document Status** is provided for the benefit of users not authorized to manage documents or **Edit Document Status**. It is accessed from the **Compliance** menu on the center navigation bar of the **Project Home Page.**

Update (Download) Legal Documents - Contracting Organization

When Subcontractors upload their legal documents in Textura™, an action to **Download Legal Document [document name] from [organization]** appears on the Contracting Organization's **Project Home Page** under **Project Actions**.

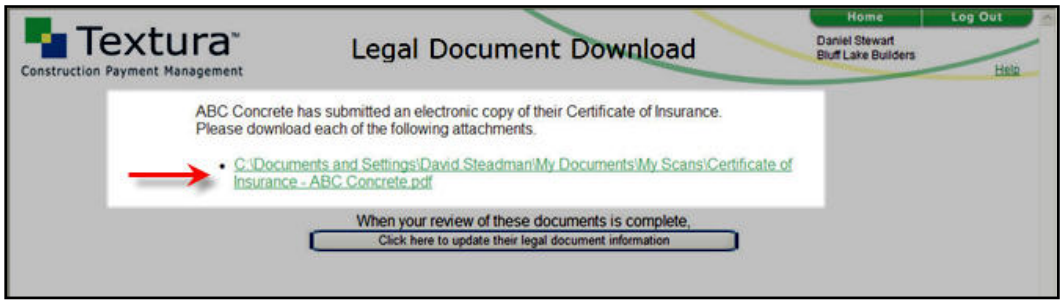
> Documents brought into Textura™ via Legal Document Download do not have a specific draw context.

1. Click the **Download Legal Document** link for the document to be downloaded.



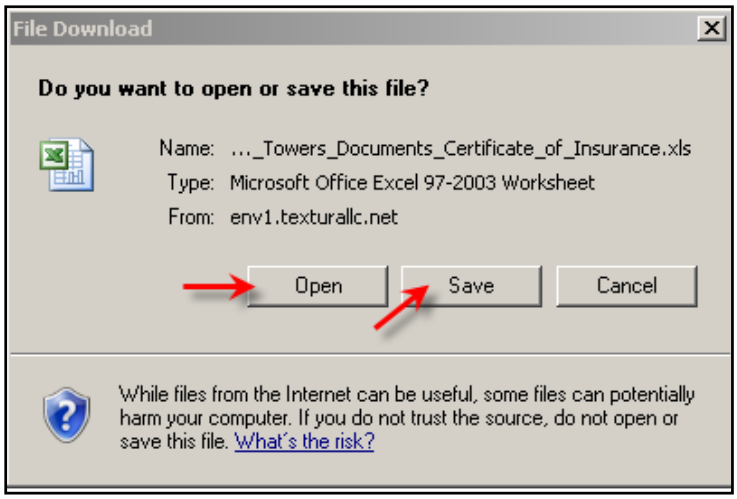
The system displays the **Legal Document Download** page.

2. Click the **link** to download the document.


Textura
Construction Payment Management
Legal Document Download
Home
Log Out
Daniel Stewart
Bluff Lake Builders
Help
ABC Concrete has submitted an electronic copy of their Certificate of Insurance.
Please download each of the following attachments.
C:\Documents and Settings\David Steadman\My Documents\My Scans\Certificate of Insurance - ABC Concrete.pdf
When your review of these documents is complete,
Click here to update their legal document information

The **File Download** dialog is displayed.

3. Click to **Open** or **Save** the document file.


File Download
Do you want to open or save this file?
Name: ..._Towers_Documents_Certificate_of_Insurance.xls
Type: Microsoft Office Excel 97-2003 Worksheet
From: env1.texturallc.net
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

4. View the document or follow the save file dialog to save it to your computer.

When you are satisfied that the correct document has been submitted, update the Subcontractor's document status.

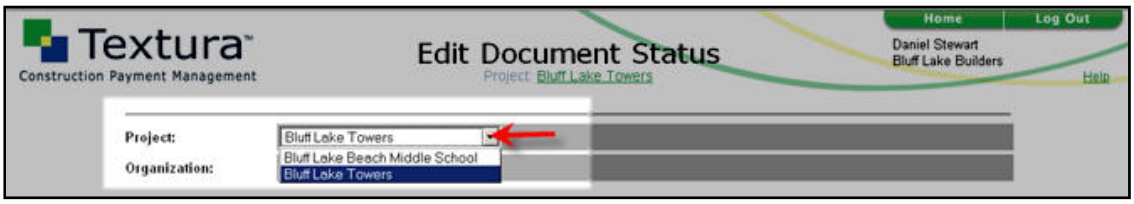
5. Select the **Click here to update their legal document information** button.

Textura
Construction Payment Management
Legal Document Download
Home
Log Out
Daniel Stewart
Bluff Lake Builders
Help
ABC Concrete has submitted an electronic copy of their Certificate of Insurance.
Please download each of the following attachments.
C:\Documents and Settings\David Steadman\My Documents\My Scans\Certificate of Insurance - ABC Concrete.pdf
When your review of these documents is complete,
Click here to update their legal document information

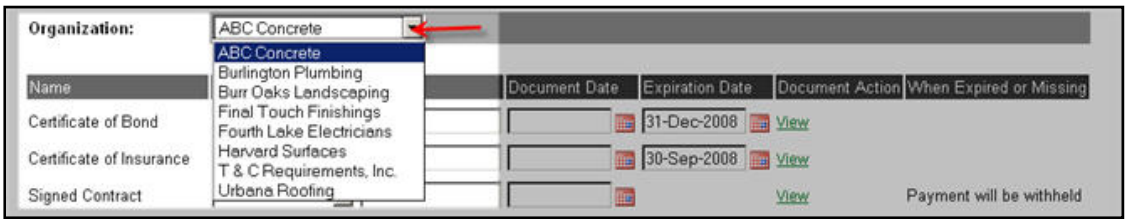
The system displays the **Edit Document Status** page.

Edit Document Status

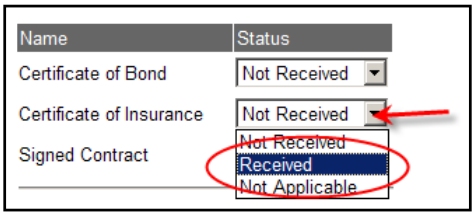
Document compliance information and status for projects and/or organizations is easily managed and updated by authorized users from the **Edit Document Status** page. The Project drop down menu displays all projects to which the user has access.



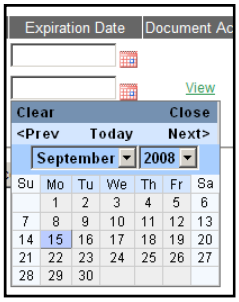
The Organization drop down menu auto-populates with the names of the Subcontractors for the selected project. The user selects a Subcontractor from the list to identify the organization whose document status is to be edited. Document Status is edited one organization at a time.



1. Click the **Status** dropdown to select **Received** for the appropriate document.



The **ID #** and **Document Date** fields are optional.

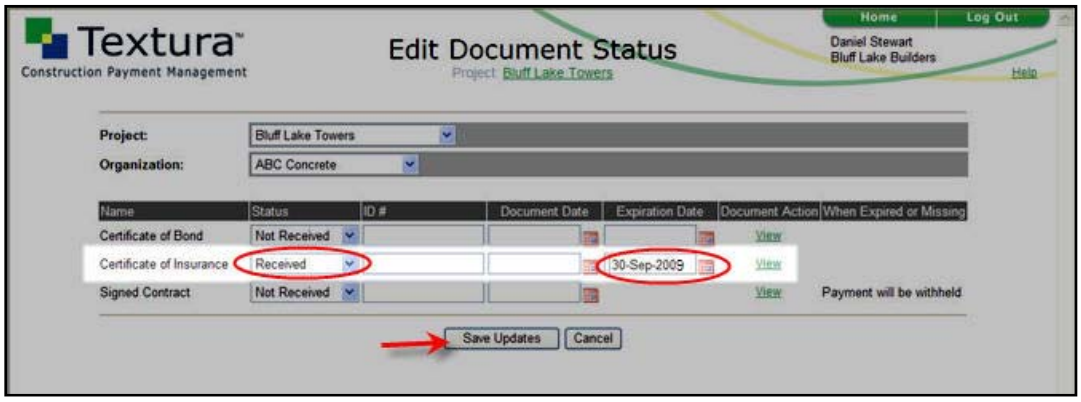


2. Enter or click the calendar widget to select an expiration date for the document (if required)

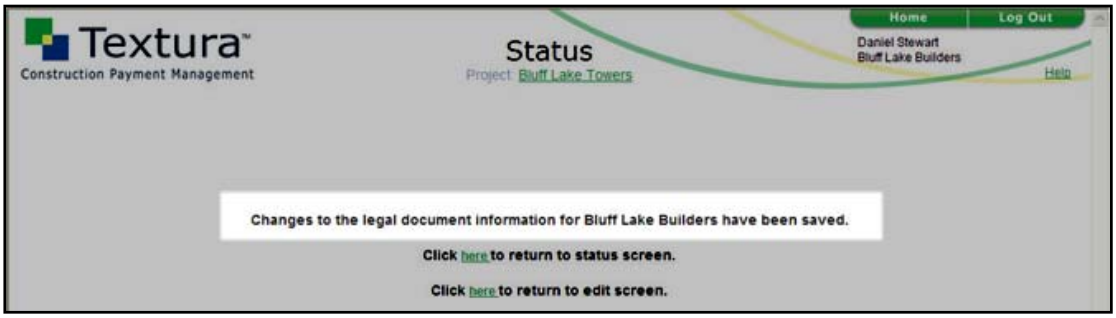
An expiration date is required under the following conditions:

- Track Expiration is set for this document in the Legal Document Requirements.
- Received is selected for this document.

3. Click **Save Updates**.



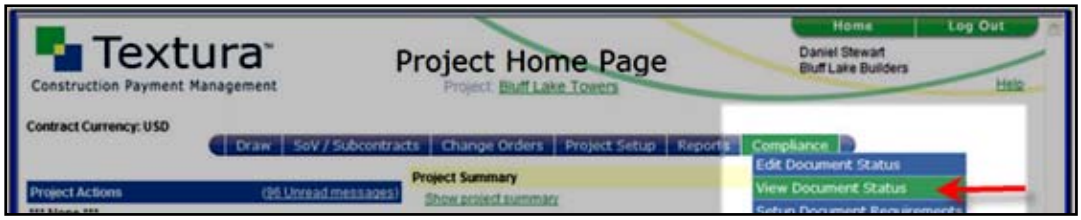
The system displays a **Status** page confirming the legal document changes.



View Document Status

The **View Document Status** page in Textura™ displays the document status of all participants at the project level.

1. Click **View Document Status** under **Compliance** on the center navigation bar of the **Project Home Page**.



The system displays the **View Document Status** page.

Legal Document submission status for all identified project participants appears on the page, grouped by document.

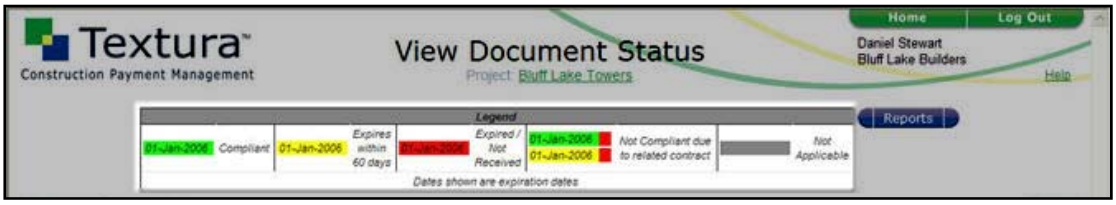
The Legend at the top of **View Document Status** defines the color-coded status indicators on the page.

Green highlighting indicates that the organization is fully compliant.

Yellow highlighting indicates that the organization's document is due to expire within 60 days.

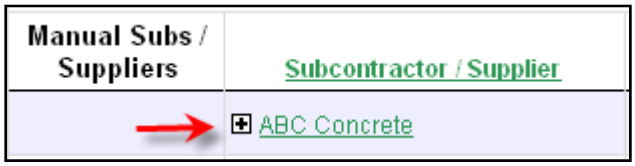
Red highlighting indicates that the organization's document is expired or has not been received.

Green or yellow highlighting with a small bar of red indicates that a related sub-tier organization is out of compliance.



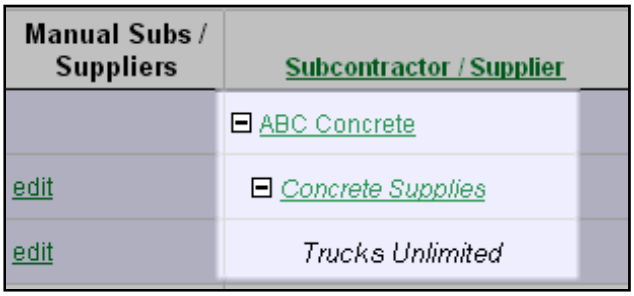
In the default display, sub-tier organizations are nested in the organizations to which they are subcontracted. The user may elect to display sub-tier subcontractors and material suppliers or allow them to remain hidden.

2. Click the **plus sign** beside the Subcontractor/Supplier Name to expand.



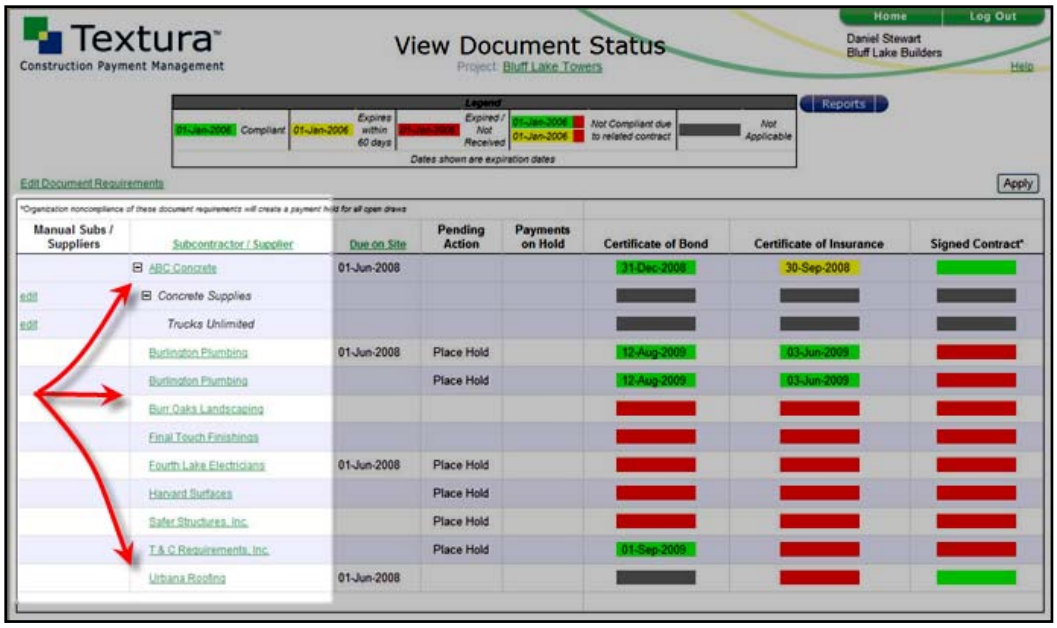
3. Click any remaining plus signs to view additional sub-tier organizations.

All tiers are expanded when all of the plus signs have changed to minus signs.

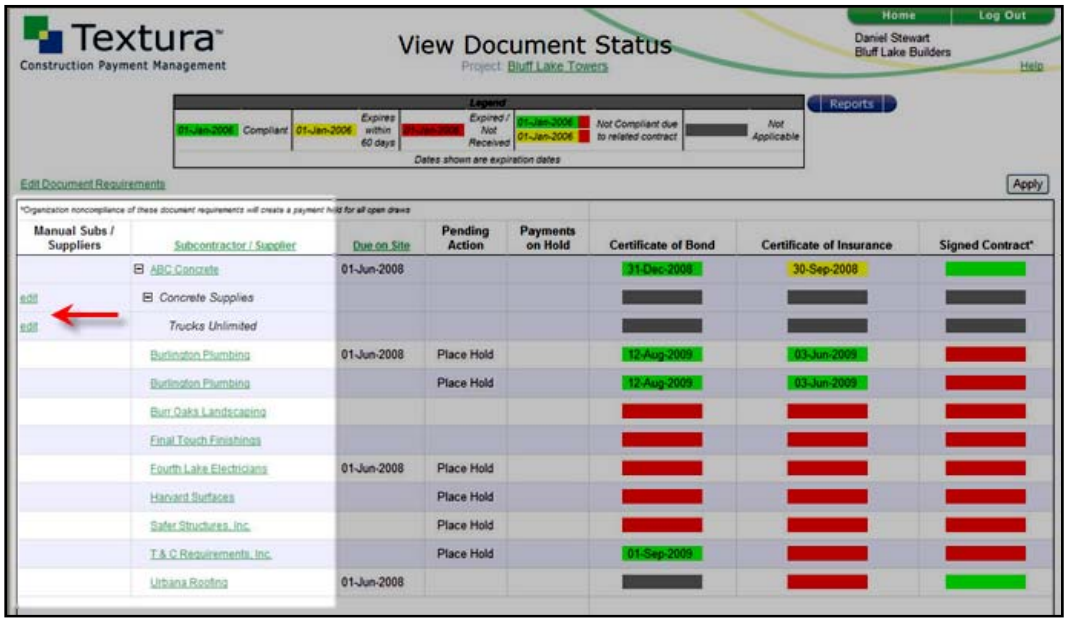


The system uses an italic font to indicate that the organization is sub-tier. Use of an italic font and hyperlink (green, underlined) indicates an on-system sub-tier organization.

4. Click the name of any Subcontractor in the list to view their document detail.



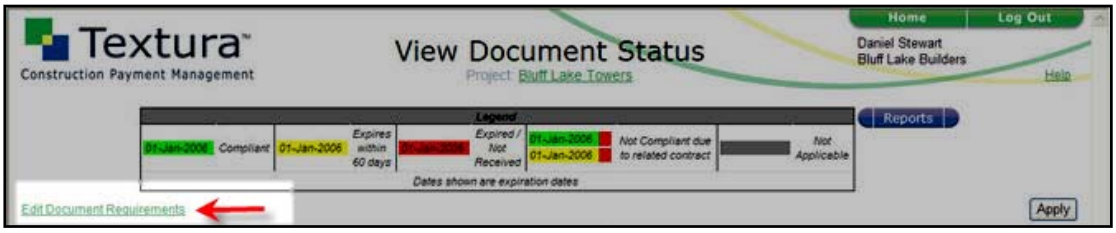
5. Click the **edit** link to view document detail for a manually entered Subcontractor/Supplier.

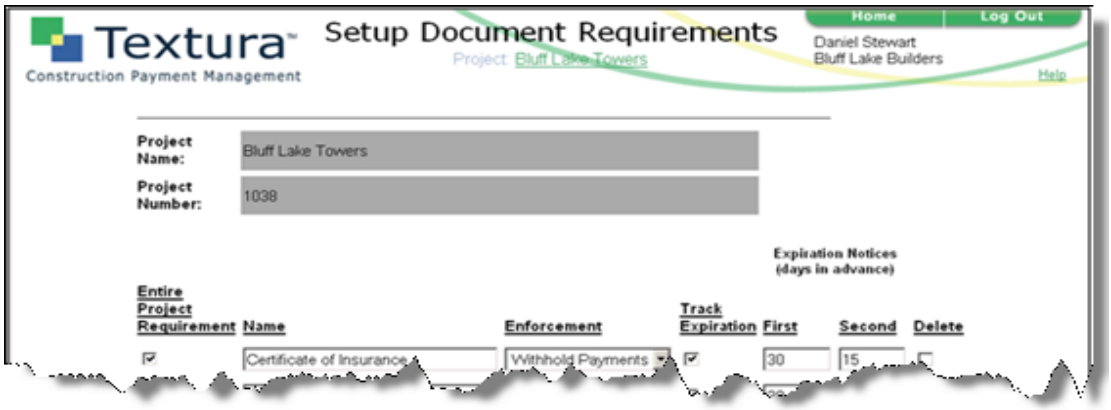


The system displays the Edit Document Status page for that Subcontractor.

6. Update the status and expiration date of the Subcontractor's documents.

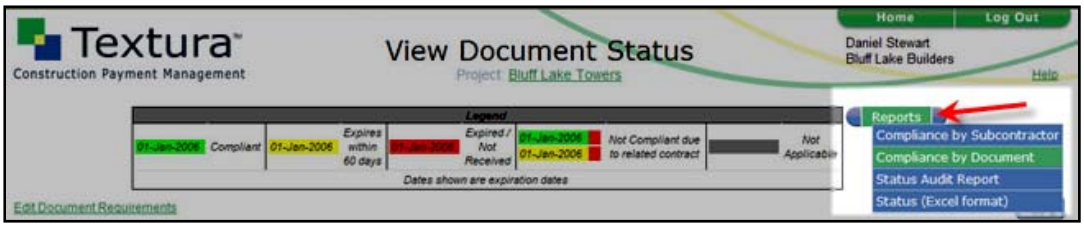
The **Edit Document Requirements** link on the **View Document Status** page enables users to navigate to the Setup/Edit Document Requirements page. Refer to **Setup Document Requirements** in this module (7) or click here to view this topic.





Legal Document Reports

Legal Document Reports are generated from the **View Document Status** page under the **Reports** menu tab.

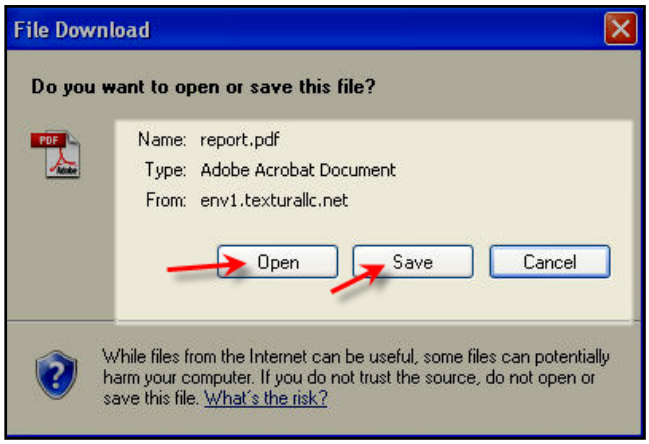


1. To view or print the Legal Document Report, click the report link you want to display:
   - **Compliance by Subcontractor**
   - **Compliance by Document**
   - **Status Audit Report**
   - **Status** (Excel format)

The document can be printed or the document file can be saved. Reports are displayed using Adobe® Reader®.

The file download dialog is displayed.

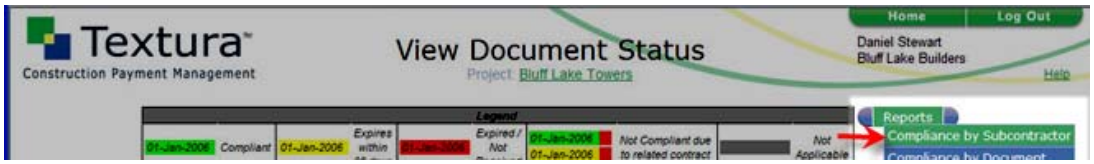
2. Click to **Open** or **Save** the document file.


File Download
Do you want to open or save this file?
Name: report.pdf
Type: Adobe Acrobat Document
From: env1.texturallc.net
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

3. View the document or follow the save file dialog to save it to your computer.

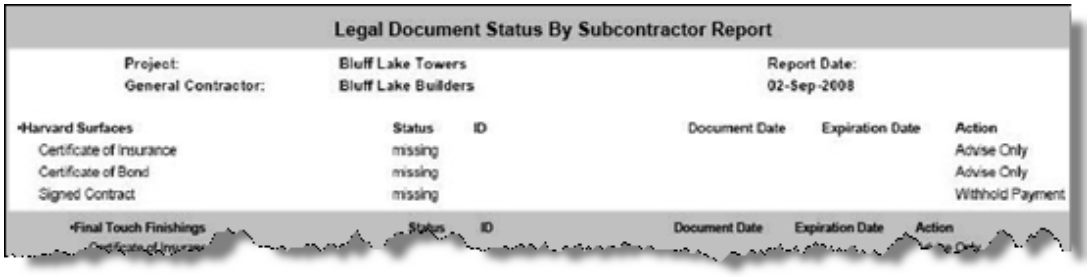
Compliance by Subcontractor

Compliance by Subcontractor summarizes legal document compliance status by Subcontractor.



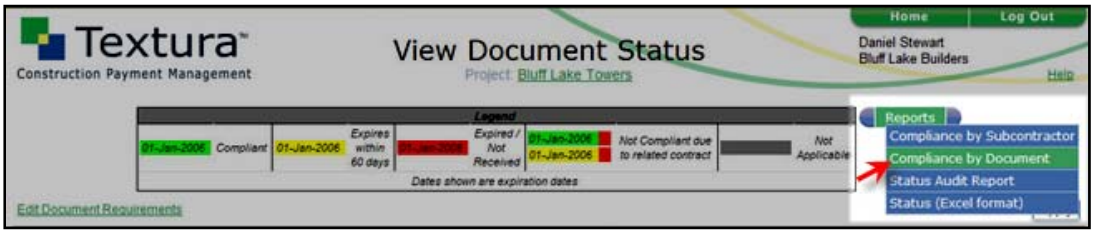
For each Subcontractor, this report identifies the legal documents requested by the Contracting Organization and provides the following information:

- Status:
  - current – in compliance with requirement
  - missing – not in compliance with requirement
  - irrelevant – not requested from Subcontractor
  - aging – submitted, but within 60 days of expiration
  - expired – past expiration
- ID – (if applicable) document identification number
- Document Date – effective date or date submitted
- Expiration Date – (if applicable) date entered upon which current documentation expires and is no longer compliant
- Action – method of Enforcement:
  - Advise Only – Contracting Organization is notified of changes in Status
  - Withhold Payments – expired or missing Legal Document Status results in held payment until Status is current and payment hold is released



Compliance by Document

Compliance by Document summarizes legal document compliance status by document.



For each Document required for the project, this report identifies the Subcontractor and provides the same information as the Compliance by Subcontractor report. Refer to the preceding report description or click here to view this information.

Legal Document Status By Document Report

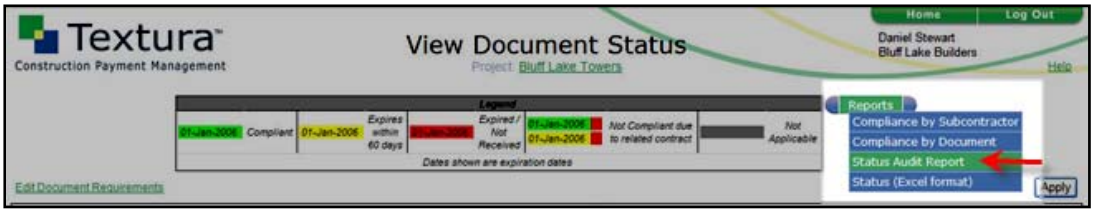
Project: Bluff Lake Towers
General Contractor: Bluff Lake Builders
Report Date: 02-Sep-2008

•Certificate of Insurance	Status	ID	Document Date	Expiration Date	Action
Harvard Surfaces	missing				Advise Only
Final Touch Finishings	missing				Advise Only
T & C Requirements, Inc.	missing				Advise Only
Burlington Plumbing	current			03-Jun-2009	Advise Only
Burr Oaks Landscaping	missing				Advise Only
ABC Concrete	aging			30-Sep-2008	Advise Only
Fourth Lake Electricians	missing				Advise Only
Burlington Plumbing	current			03-Jun-2009	Advise Only
Urbana Roofing	missing			No Expiration Date	Advise Only

•Certificate of Bond	Status	ID	Document Date	Expiration Date

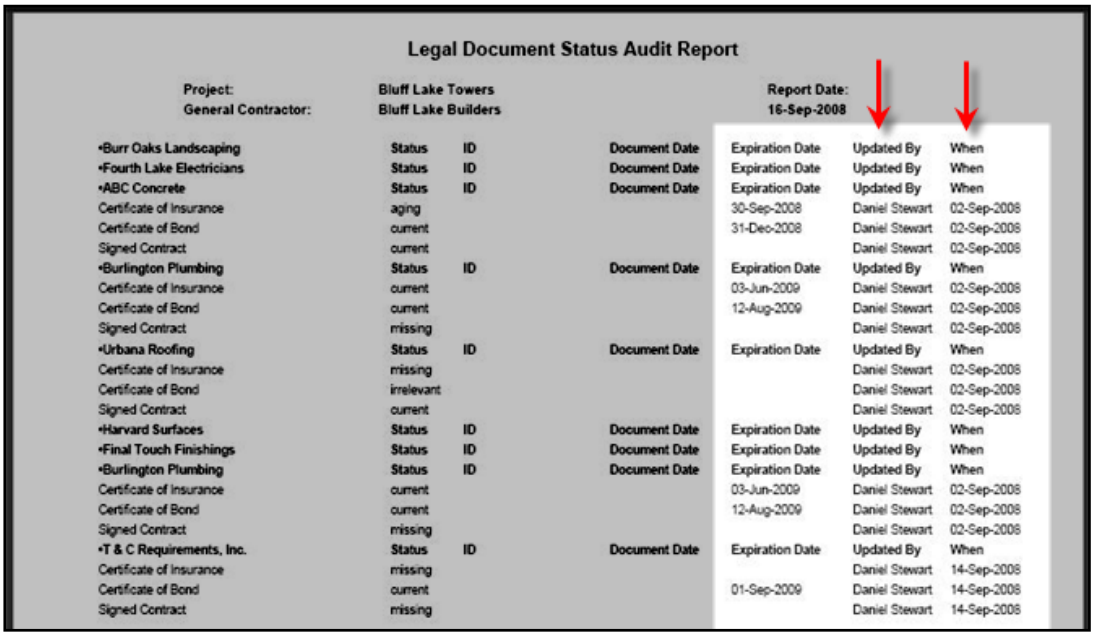
Status Audit Report

Status Audit Report summarizes status updates and identifies the user responsible for the update.



For each Subcontractor, this report identifies Legal Document Status updates made by the Contracting Organization and provides the following information for each updated document:

- Updated Status
  - Where no updates have taken place, no Subcontractor documents are listed.
- ID – (if applicable) document identification number
- Document Date
- Expiration Date (if updated)
- User updating (Updated by)
- Date updated (When)



Legal Document Status Audit Report

Project:	Bluff Lake Towers			Report Date:		
General Contractor:	Bluff Lake Builders			16-Sep-2008		
•Burr Oaks Landscaping	Status	ID	Document Date	Expiration Date	Updated By	When
•Fourth Lake Electricians	Status	ID	Document Date	Expiration Date	Updated By	When
•ABC Concrete	Status	ID	Document Date	Expiration Date	Updated By	When
Certificate of Insurance	aging			30-Sep-2008	Daniel Stewart	02-Sep-2008
Certificate of Bond	current			31-Dec-2008	Daniel Stewart	02-Sep-2008
Signed Contract	current				Daniel Stewart	02-Sep-2008
•Burlington Plumbing	Status	ID	Document Date	Expiration Date	Updated By	When
Certificate of Insurance	current			03-Jun-2009	Daniel Stewart	02-Sep-2008
Certificate of Bond	current			12-Aug-2009	Daniel Stewart	02-Sep-2008
Signed Contract	missing				Daniel Stewart	02-Sep-2008
•Urbana Roofing	Status	ID	Document Date	Expiration Date	Updated By	When
Certificate of Insurance	missing				Daniel Stewart	02-Sep-2008
Certificate of Bond	irrelevant				Daniel Stewart	02-Sep-2008
Signed Contract	current				Daniel Stewart	02-Sep-2008
•Harvard Surfaces	Status	ID	Document Date	Expiration Date	Updated By	When
•Final Touch Finishings	Status	ID	Document Date	Expiration Date	Updated By	When
•Burlington Plumbing	Status	ID	Document Date	Expiration Date	Updated By	When
Certificate of Insurance	current			03-Jun-2009	Daniel Stewart	02-Sep-2008
Certificate of Bond	current			12-Aug-2009	Daniel Stewart	02-Sep-2008
Signed Contract	missing				Daniel Stewart	02-Sep-2008
•T & C Requirements, Inc.	Status	ID	Document Date	Expiration Date	Updated By	When
Certificate of Insurance	missing				Daniel Stewart	14-Sep-2008
Certificate of Bond	current			01-Sep-2009	Daniel Stewart	14-Sep-2008
Signed Contract	missing				Daniel Stewart	14-Sep-2008

Lien Waiver Tracking

Lien Waivers in Textura™

Both Unconditional and Conditional Lien Waivers can be managed in Textura™. Project requirements for Lien Waiver documents, as well as Signature and Release Timing, are defined in Project Settings.

- Unconditional Lien Waivers – In Textura™, Unconditional Lien Waivers must be signed by draw participants prior to disbursement and ACH payment. Signed Lien Waivers are released to the Contracting Organization only after ACH payment is transmitted.
- Conditional Lien Waivers – A requirement for Conditional Lien Waivers with invoice can also be defined in Project Settings.

If a Contracting Organization pays on-system Subcontractors by Manual Check and is using a Conditional Lien Waiver, this can be signed and tracked in Textura™.

The responsibility for obtaining Unconditional Lien Waiver signatures for manual Check payments and updating the status of Lien Waivers signed outside Textura™ rests with the Contracting Organization.

The Compliance Manager for the Contracting Organization is responsible for the management of compliance information in Textura™. The system evaluates Lien Waiver compliance using information entered on the **Edit Contractor** and **Edit Lien Waiver Status** pages as well as criteria specified in **Project Settings**.

Lien Waiver Tracking provides a means to record and quickly assess the status of Lien Waiver submission from sub-tier on and off-system project participants, including manual subcontractors (i.e., Subcontractors that are not active users and whose “presence” in Textura™ is limited to Document Compliance and Lien Waiver Tracking.)

Payment Hold Settings for sub-tier and manual subcontractors are defined by the Contracting Organization in Project Settings; **payments will not be held unless settings are defined**. Payment holds must also be **applied** by the Contracting Organization prior to disbursement by clicking the **Apply** button on the **View Lien Waiver Status** page.

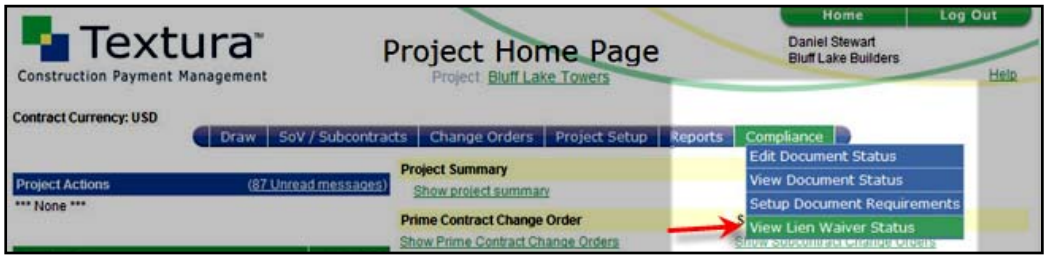
View Lien Waiver Status

Lien Waiver submission status for all identified project participants appears on the **View Lien Waiver Status** page, grouped by **Draw #**. Sub-tier Subcontractor/Supplier organizations are indented beneath the organizations to which they are subcontracted.

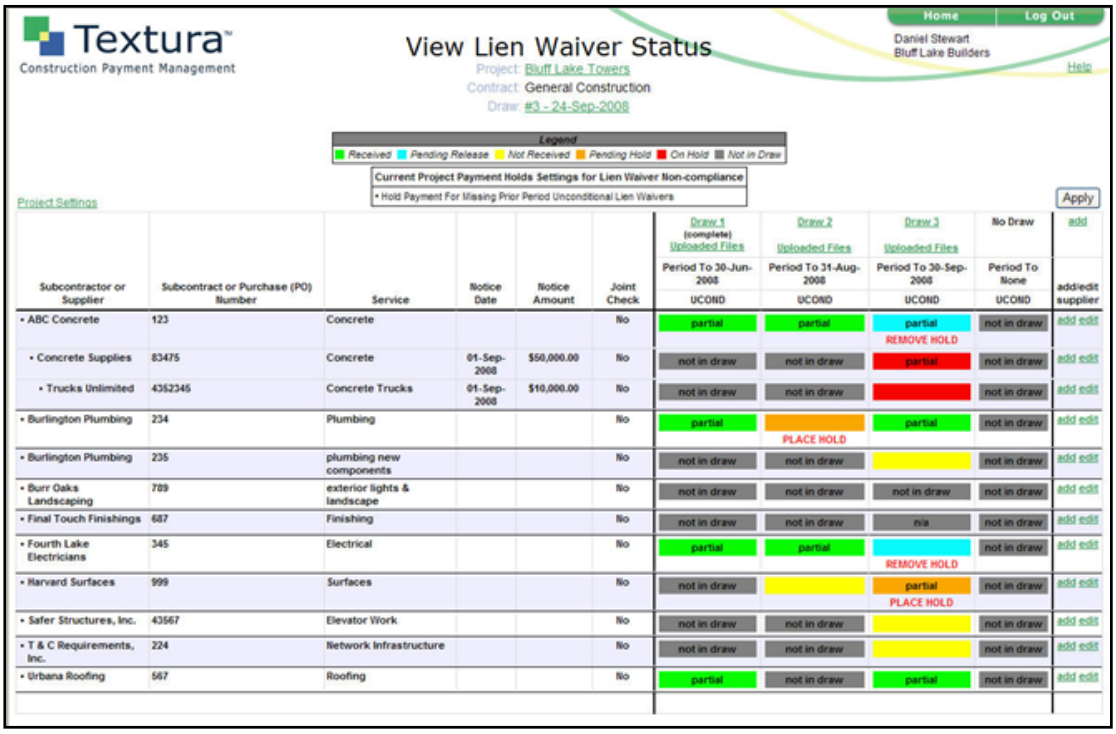
An **Apply** button appears above the **add** column on the far right of the table when a participant's Lien Waiver Status is Pending Hold or Pending Release.

Holds placed due to the non-compliance of off-system Subcontractors or Material Suppliers identified through Lien Waiver Tracking or Document Compliance are applied to the associated first-tier Subcontractor and affect all related sub-tier organizations.

1. Click **View Lien Waiver Status** under **Compliance** on the center navigation bar of the **Project Home Page**.



The system displays the **View Lien Waiver Status** page.



Textura™ Construction Payment Management

View Lien Waiver Status

Project: Bluff Lake Towers
Contract: General Construction
Draw: #3 - 24-Sep-2008

Home | Log Out
Daniel Stewart
Bluff Lake Builders
Help

Legend: Received | Pending Release | Not Received | Pending Hold | On Hold | Not in Draw

Current Project Payment Holds Settings for Lien Waiver Non-compliance
• Hold Payment For Missing Prior Period Unconditional Lien Waivers

Project Settings | Apply

Subcontractor or Supplier	Subcontract or Purchase (PO) Number	Service	Notice Date	Notice Amount	Joint Check	Draw 1 (complete) Uploaded Files Period To 30-Jun-2008 UCOND	Draw 2 Uploaded Files Period To 31-Aug-2008 UCOND	Draw 3 Uploaded Files Period To 30-Sep-2008 UCOND	No Draw Period To None UCOND	add edit supplier
• ABC Concrete	123	Concrete			No	partial	partial	partial REMOVE HOLD	not in draw	add edit
• Concrete Supplies	83475	Concrete	01-Sep-2008	$50,000.00	No	not in draw	not in draw	partial	not in draw	add edit
• Trucks Unlimited	4362345	Concrete Trucks	01-Sep-2008	$10,000.00	No	not in draw	not in draw		not in draw	add edit
• Burlington Plumbing	234	Plumbing			No	partial	PLACE HOLD	partial	not in draw	add edit
• Burlington Plumbing	235	plumbing new components			No	not in draw	not in draw		not in draw	add edit
• Burr Oaks Landscaping	789	exterior lights & landscape			No	not in draw	not in draw	not in draw	not in draw	add edit
• Final Touch Finishings	687	Finishing			No	not in draw	not in draw	n/a	not in draw	add edit
• Fourth Lake Electricians	345	Electrical			No	partial	partial	REMOVE HOLD	not in draw	add edit
• Harvard Surfaces	999	Surfaces			No	not in draw		partial PLACE HOLD	not in draw	add edit
• Safer Structures, Inc.	43567	Elevator Work			No	not in draw	not in draw		not in draw	add edit
• T & C Requirements, Inc.	224	Network Infrastructure			No	not in draw	not in draw		not in draw	add edit
• Urbana Roofing	567	Roofing			No	partial	not in draw	partial	not in draw	add edit

- Payment Hold Settings are identified in the Legend (center box).
- **Draw #s** appear as column headings that link to the Draw Home Page.
- Disbursed draws are identified as **(Complete)**, beneath the **Draw #**.
- For all draws preceding the first draw in which they are included, the system displays a Subcontractor's Lien Waiver Status as **not in draw**.
- Users may identify Subcontractors that will not be submitting a Lien Waiver for a particular draw as "**not in draw**."

Users associated with the project in a capacity other than Compliance Manager may have access to a view-only version of the View Lien Waiver Status page.

Lien Waiver Status for Draw

On-system Subcontractor or Suppliers sign their Lien Waivers in Textura™. While it is possible for the Contracting Organization to edit an on-system organization's Lien Waiver Status, **the Subcontractor's electronically signed Lien Waiver overrides manual status entries**.

On-system Subcontractor or Suppliers set for payment by manual check must have their Unconditional Lien Waivers collected and entered manually by the Contracting Organization. Conditional Lien Waivers can be signed in Textura™ as appropriate.

Textura™ tracks the Lien Waiver Status of sub-tier organizations only when Unconditional Lien Waivers are a project-wide requirement.

Off-system Subcontractors and Suppliers, including Manual Subcontractors, must submit their Lien Waiver to the Contracting Organization, who is then responsible for recording it in Textura™. The status of off-system organization lien waivers can be edited at any time.

Lien Waiver Status Color Coding

The Legend at the top of **View Lien Waiver Status** provides a visual key.

Lien Waiver Status	Explanation
Received	A Lien Waiver has been signed and received by the Contracting Organization. The Subcontractor is in compliance and there are no Lien Waiver Tracking holds on the associated payment.
Pending Release	A Lien Waiver has been signed and received by the Contracting Organization. There is currently a Lien Waiver Tracking hold on the associated payment, which is now available to be released – REMOVE HOLD. Removing the payment hold associated with this Lien Waiver will change the status to Received - NO HOLD.
Not Received	A Lien Waiver has NOT been signed and received by the Contracting Organization. There are no Lien Waiver Tracking holds on the associated payment at this time. However, for On-system Subcontractors, payment will not be allowed until a signed Lien Waiver is received.
Pending Hold	A Lien Waiver has NOT been signed and received by the Contracting Organization. There is currently not a Lien Waiver Tracking hold on the associated payment. The user has the option to apply a hold, which will change the status to ON HOLD.
On Hold	A Lien Waiver has NOT been signed and received by the Contracting Organization and there is a Lien Waiver Tracking hold on the associated payment.
Not in Draw	The Subcontractor was not included in the draw or they selected No Invoice This Draw. Lien Waiver Tracking does not apply.

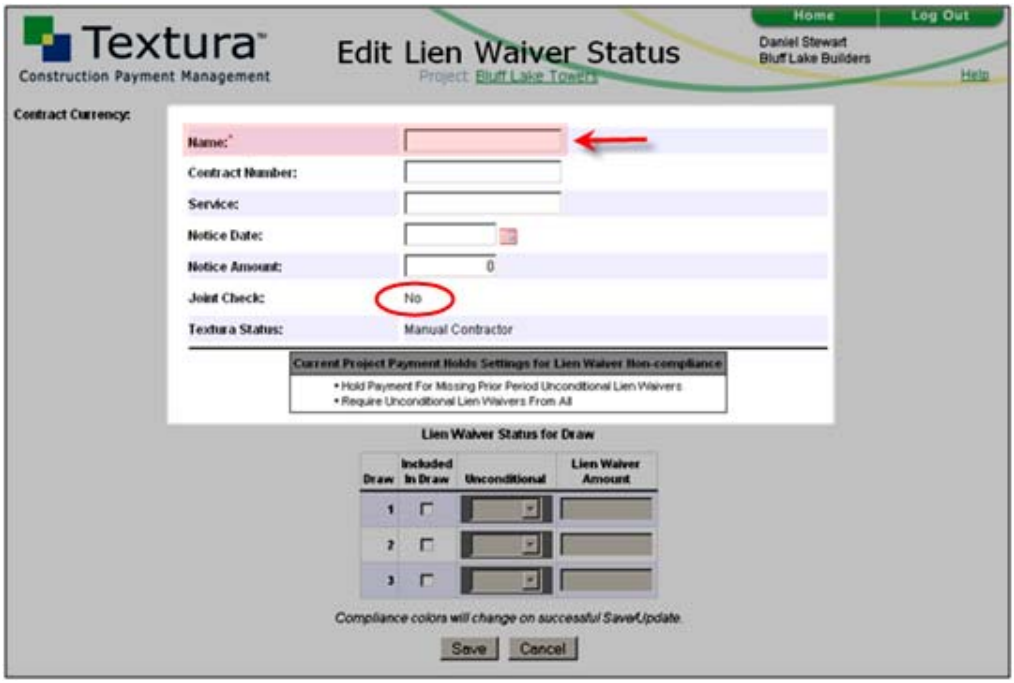
Add Subcontractor/Supplier to Lien Waiver Tracking

Textura™ automatically tracks Lien Waiver submission for project participants who sign their documents in the system. Lien Waiver submission may be tracked for any additional Subcontractors and Suppliers associated with the project by recording the necessary information in Textura™. The Project or Compliance Manager is responsible for entering and updating details for project participants not on-system. Off-system or Manual Subcontractor/Suppliers can be associated in the system with any identified project Subcontractor.

1. Navigate to the **View Lien Waiver Status** page.
2. Click **add** in the **add/edit supplier** (far right) column of the associated Subcontractor.

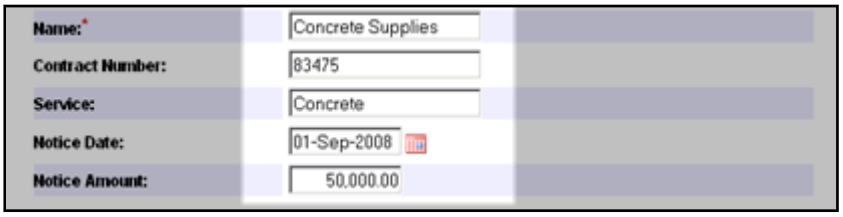
The system displays a blank **Edit Lien Waiver Status** page.

3. Enter the Subcontractor/Supplier **Name** (required).



4. Enter the following information, as appropriate.
   - **Contract Number**
   - **Service**
   - **Notice Date**
   - **Notice Amount**

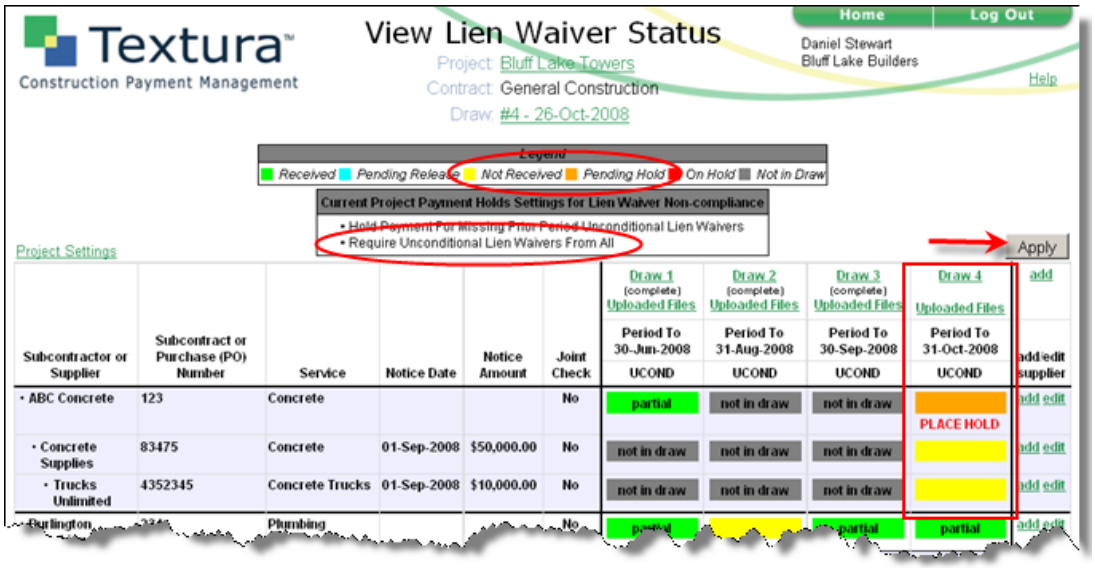
The Joint Check field is populated by the selection made for the Prime Subcontractor. Refer to **Joint Check Field Selection** or click here to view this topic.



5. Check the box for any draw in which the organization is included.
6. Click **Save Changes**.

The system displays the **View Lien Waiver Status** page.

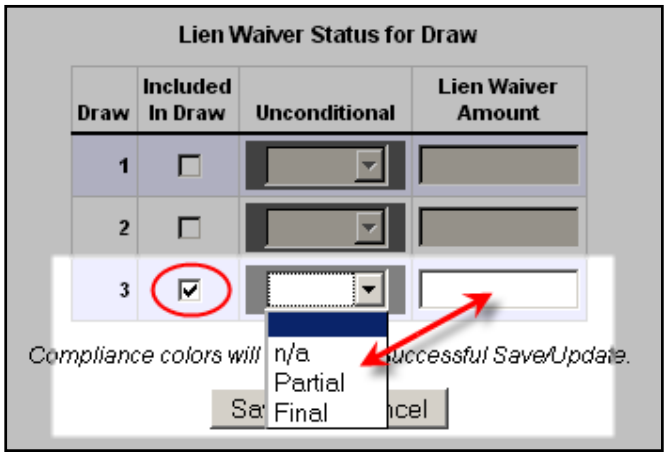
In the example, the Prime Subcontractor has two sub-tier Subcontractor/Suppliers whose Lien waiver status is "**Not Received**." The Project Payment Hold Settings system require Lien Waivers from all participants; thus, the Prime Subcontractor's status is "**Pending Hold**." The Compliance Manager can enforce the Payment Hold by clicking **Apply**. Refer to **Payment Holds Setting** or click here to view this topic.



Lien Waiver Status for Draw

When a Lien Waiver is received for an off-system/manual subcontractor, users can manually update the information in Lien Waiver Tracking..

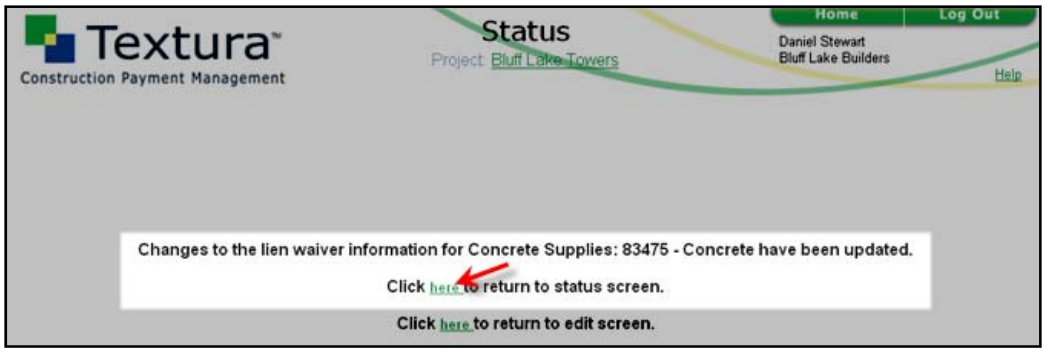
1. Click **Edit**.
2. Identify **Unconditional Waiver** type for specified draw:
   - Partial
   - Final
   - n/a
3. Enter **Lien Waiver Amount**, if available.



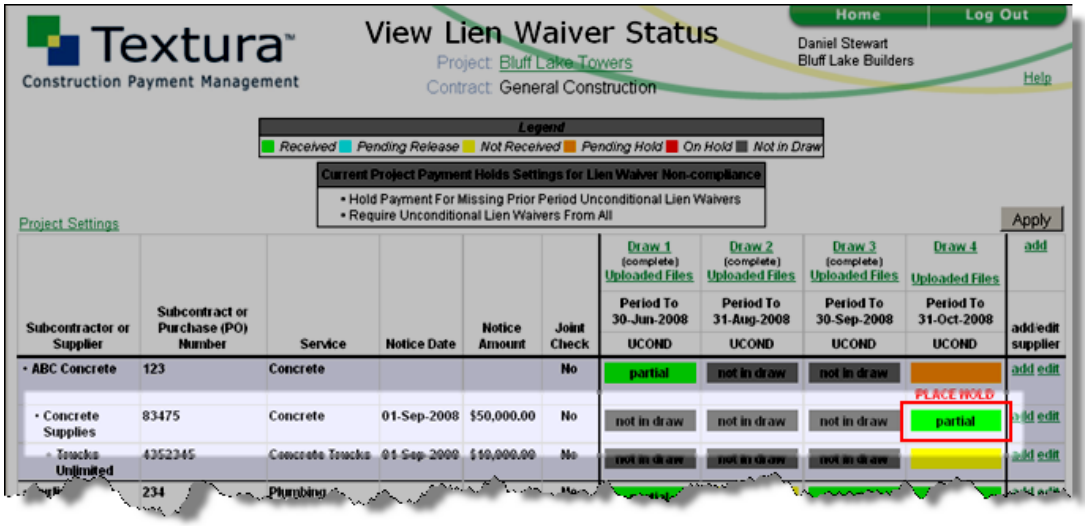
4. Click **Save Changes** when all draws/Lien Waivers are accounted for.

The system displays a **Status** page confirming the addition/changes.

5. Click the **link** to return to the Status page and view the changes.



The received status of the Lien Waiver is reflected in the updated screen.

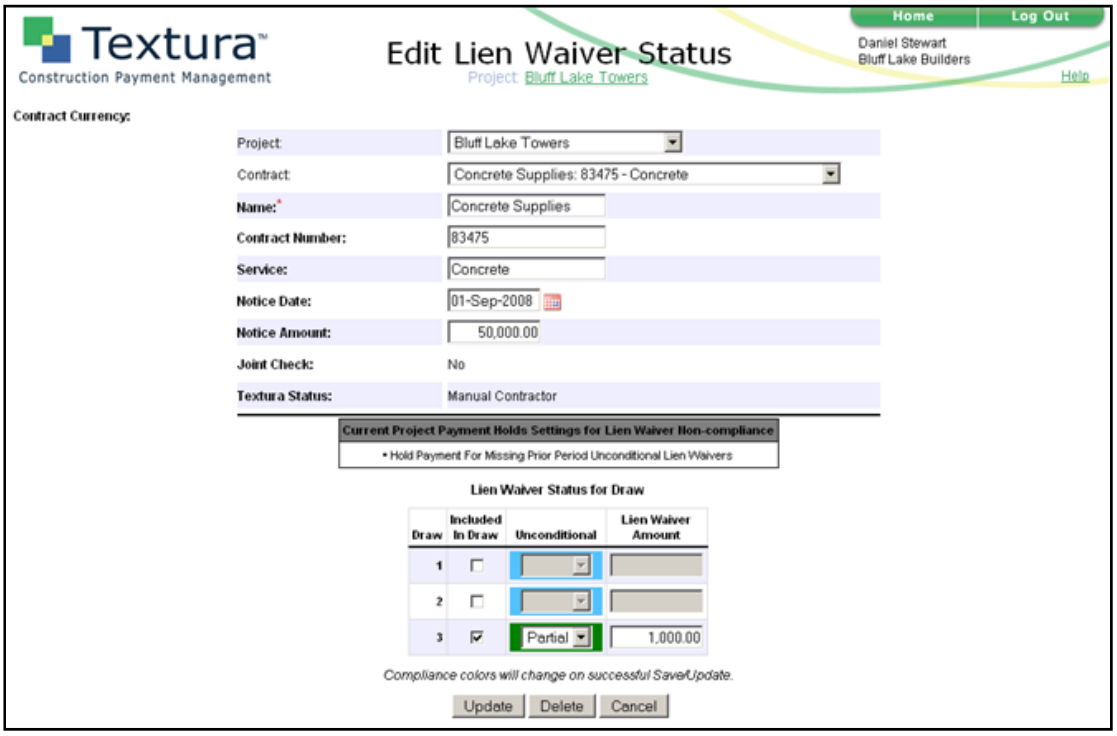


Edit Subcontractor/Supplier in Lien Waiver Tracking

1. Navigate to the **View Lien Waiver Status** page.
2. Click **edit** in the **add/edit supplier** (far right) column of the organization to be edited.

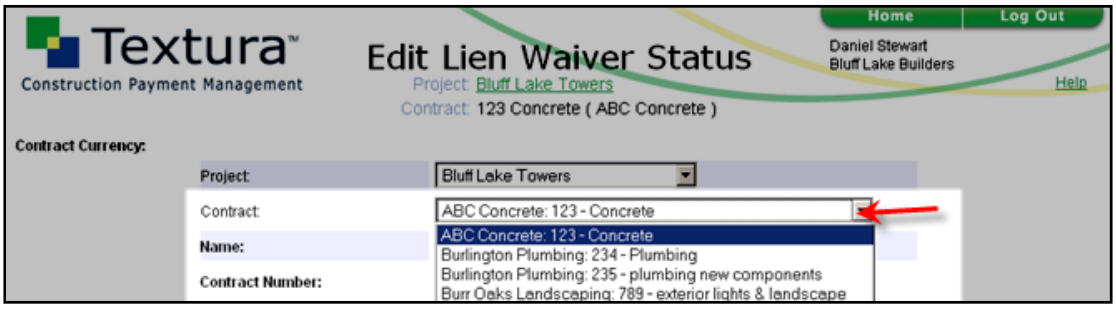
The system displays a populated **Edit Lien Waiver Status** page, to be updated as needed.

3. Click **Update** to save changes.



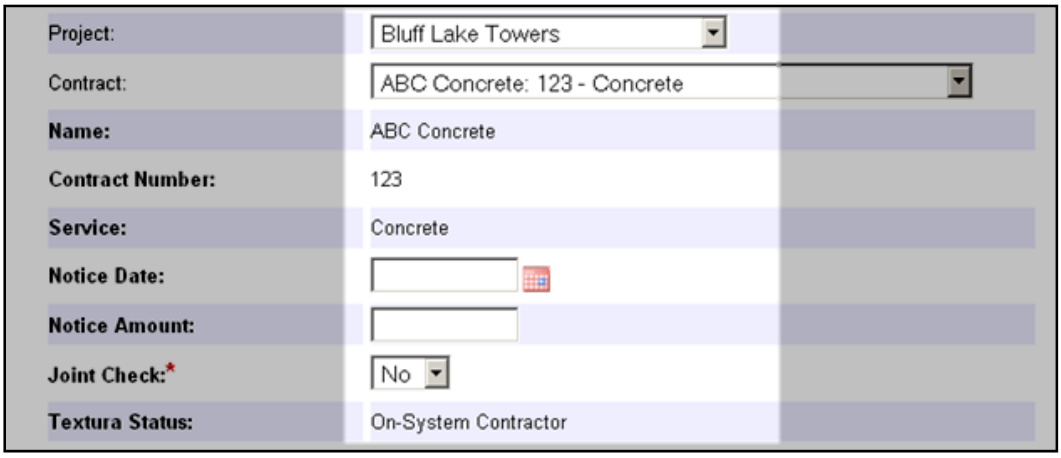
The Project drop-down enables the user to select a different project, if desired.

The Contract drop-down enables the user to select a different contract, if desired.

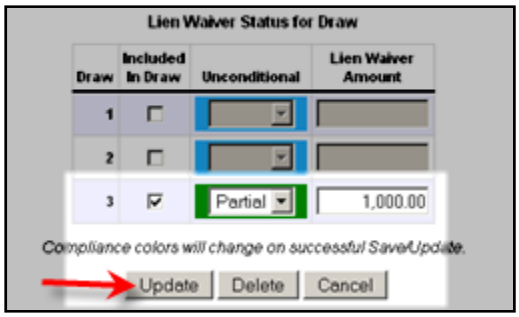


Edit fields as appropriate:

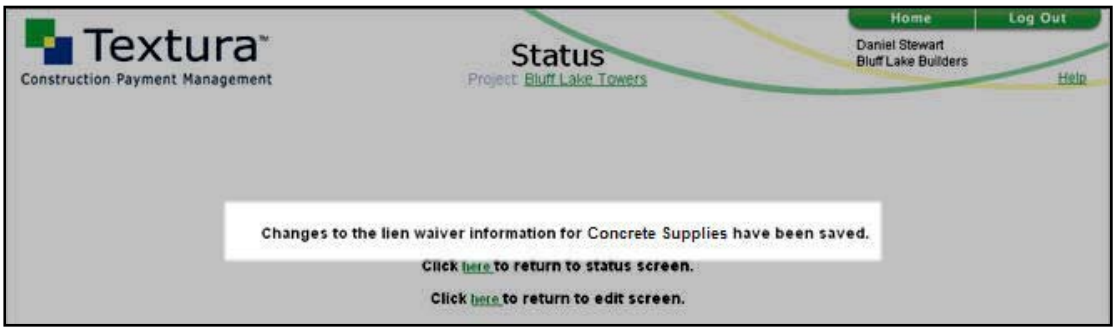
- Name
- Contract Number
- Service
- Notice Date
- Notice Amount
- Joint Check –may be edited for on-system Subcontractors.



4. Edit **Lien Waiver Status for Draw**.
5. Click **Update**.



The system displays a **Status** page confirming the changes.



Joint Check Field Selection

If desired for recordkeeping purposes, a Subcontract can be marked for Joint Checks on the **Edit Lien Waiver Status** page.

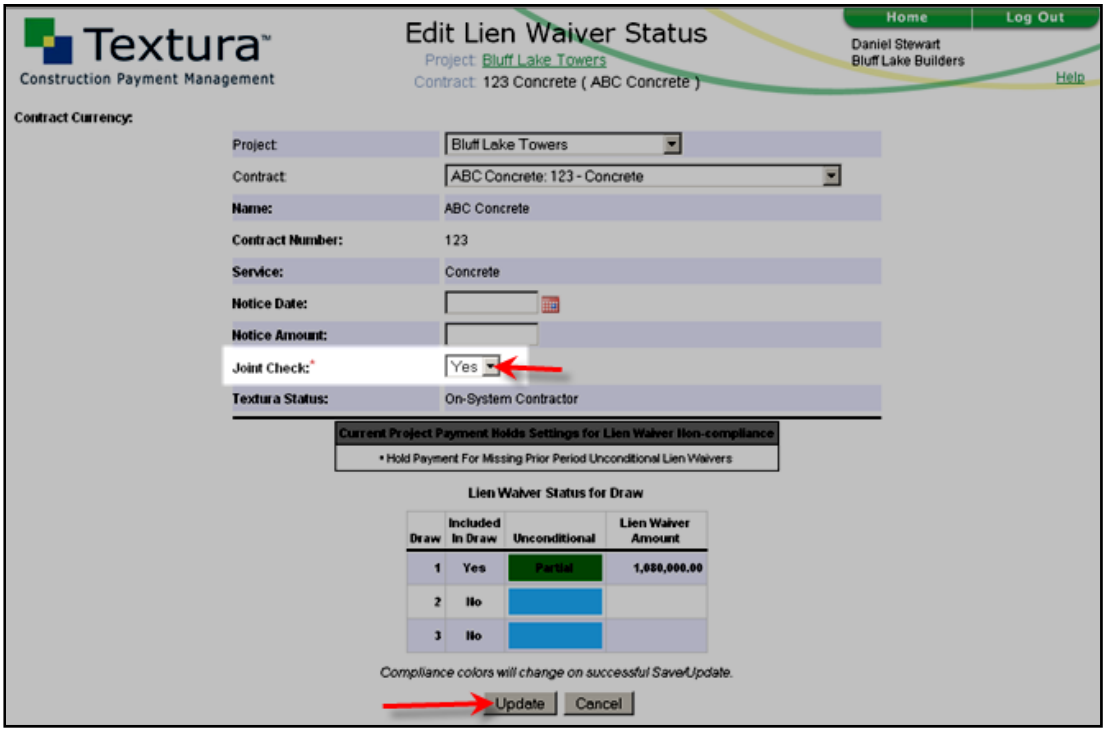
1. Navigate to the **View Lien Waiver Status** page.

1. Click **edit** in the **add/edit supplier** (far right) column of the organization to be edited.

The system displays a populated **Edit Lien Waiver Status** page.

2. Select "**Yes**" from the **Joint Check** drop down menu on the **Edit Lien Waiver Status** page.

3. Click **Update**.



A **Status** page confirms changes to the lien waiver information.

4. Click the **link** to return to the **View Lien Waiver Status** screen and view the changes.

Textura
Construction Payment Management
Status
Project: Bluff Lake Towers
Contract: 123 Concrete (ABC Concrete)
Home
Log Out
Daniel Stewart
Bluff Lake Builders
Help
Changes to the lien waiver information for ABC Concrete: 123 - Concrete have been updated.
Click here to return to status screen.
Click here to return to edit screen.

The Subcontractor, as well as any associated sub-tier organization(s), reflect the "**Yes**" selection for **Joint Check**.

Subcontractor or Supplier	Subcontract or Purchase (PO) Number	Service	Notice Date	Notice Amount	Joint Check
• ABC Concrete	123	Concrete			Yes
• Concrete Supplies	83475	Concrete	01-Sep-2008	$50,000.00	Yes
• Trucks Unlimited	4352345	Concrete Trucks	01-Sep-2008	$10,000.00	Yes

Delete Manually Added Subcontractor/Supplier

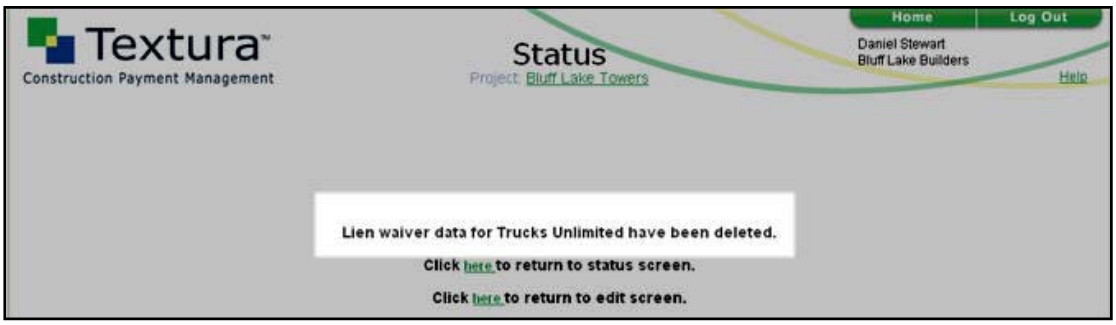
Manually added Subcontractor/Suppliers may also be deleted.

1. Navigate to the View Lien Waiver Status page.
2. Click **edit** in the **add/edit supplier** (far right) column of the organization to be edited.

The system displays a populated **Edit Lien Waiver Status** page.

3. Click **Delete** at the bottom of the page.

The system displays a **Status** page confirming the deletion.



Removal of an off-system or Manual Subcontractor from the draw sets the status of any Subcontractor/Suppliers to "not in draw".

Payment Holds Setting

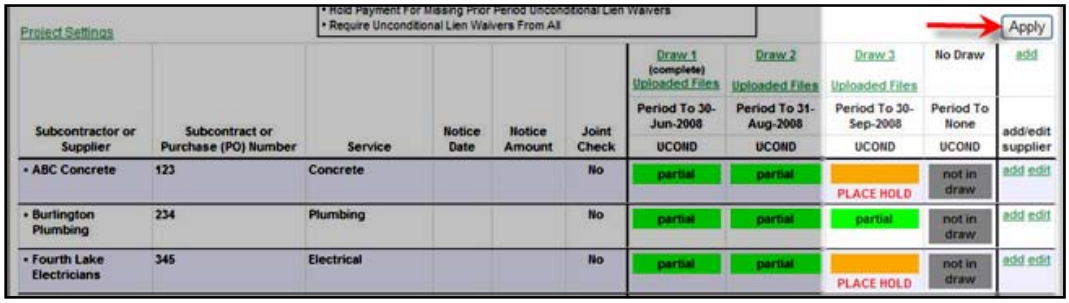
Notification for Lien Waiver Compliance Holds

Placing or releasing a hold on the Lien Waiver Status page generates an email to Subcontractors whose email addresses are recorded in Textura™.

When a payment hold is placed due to the non-compliance of a manual subcontractor, the hold is applied to the first-tier Subcontractor and appears on the **Manage Draw Payments** page. The user can click a link on this page to access the **View Lien Waiver Status** page and identify the organization(s) that are out of compliance.

Manage Payments functionality is not affected by Lien Waiver Tracking.

1. Click **Apply** to apply Pending Holds (Place Hold) and Pending Releases (Remove Hold).



Subcontract is placed on hold.

Project Settings for Payment Holds

Please refer to **Module 3 - Project Setup: Project Settings: Payment Holds**.